
Instructions for Walls and Retaining Walls/Rockerries Permits

This submittal checklist identifies minimum application elements necessary for the City to accept an application.

Addresses must be assigned to projects for permits to be approved. If your site does not have an address, contact the MLT Permit Specialist (permitspecialist@mltwa.gov) ASAP to have an address assigned.

Application fees will apply. Any additional fees are due at issuance of permit.

The following file naming convention is REQUIRED:

Permit Number, Submittal Number (if applicable), Document Type, Year.Month.Day

Example 1: BLD-R24-00000 2S Site Plan 2024.08.30

Example 2: BLD-R24-00000 2S Building Plans 2024.10.17

The first submittal documents will not have the permit number yet. However, please upload all documents using the correct naming conventions except for the permit number.

Failure to follow required naming convention will result in delays.

A staff person will confirm against the checklist below that all items are included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department prior to submitting your application documents.* A preapplication conference is strongly recommended if you believe items on this checklist should be waived.

Complete the any additional fields located within the online ETrakit form as well as attaching all required submissions below electronically.

Walls and Retaining Walls/Rockerries Permits Submittal Required Attachments:

SITE PLAN

Must be drawn at a scale of 1" = 20' and include:

- North arrow
- Bar scale
- Name, address, phone number of applicant and owner, and property (site) address

- Property lines & dimensions
- Existing improvements on property (house, garage, shed, deck, retaining wall, rockery location(s), etc.) Label as existing and provide dimensions and square feet.
- Label streets
- Location of easements
- Label driveway information for existing and proposed driveways (a separate driveway permit maybe required)
- Frontage improvements – existing and proposed (sidewalk, planter strips and curb)
- Label and show existing and proposed on-site sewer, water, and storm drain lines
- Label proposed additions or new buildings including square footage, clearly indicate existing versus proposed
- Label set-backs from property lines
- Provide existing and proposed lot coverage usage calculation (footprint of structures (sq. ft.) ÷ by lot size)
- Existing and proposed impervious surface in sq. ft. (sq. ft. of hard surface)
- Show the proposed location and method of disposal of the footing and roof drain discharge. The footing and roof drains may connect to:
 - An existing drain system if one exists (to be verified before permit issuance)
 - To an available storm catch basin or other city maintained storm facility if one is available or
 - To an on-site dispersal system (that may need to be engineered by a licensed professional engineer and bear the stamp of the P.E.)
- File must be named “Site Plan”

BUILDING PLANS

Must include the following:

- Building Elevations
- Floor Plan of each floor and basement, including existing home conditions
- Floor Plan of each floor and basement, including proposed scope of work
- Beam, header, girders, columns, and post sizes
- Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, countertops, and appliances
- Direction, size, and spacing of all floor, ceiling, and roof framing members
- Proposed floor and wall assemblies
- Building-Section showing details of footings through roof
- Stairways and handrails (if multi-level)
- Guard and rails
- Show the location of any proposed footing drain and roof drain

- The footing and roof drains must run separately until the point of connection to the storm disposal system
- A cleanout is required at the point of connection
- Footing and roofing drains are required for any new single-family structure; any additions to, or alterations of, existing single-family structures that change the building footprint; and any detached accessory buildings (with more than 400 square feet of floor area) associated with a single-family dwelling
- File must be named “Building Plan”